

PUBLIC SAFETY ANALYST

DEFINITION

To perform professional analytical and administrative duties in support of assigned Department functions in areas such as public safety problem analysis, data analysis, crime analysis, research, including special programs and projects; identify relevant data and recommend strategies for improvement; and perform other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the full-journey level class in the Public Safety Analyst series and is distinguished from the Senior Public Safety Analyst level as the latter serves as the first-line supervisor to subordinate Public Safety Analysts and performs the most complex professional analytical and administrative duties in support of assigned Department functions in areas such as public safety problem analysis, data analysis, crime analysis, research, including special programs and projects.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an assigned supervisor.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Develop and perform professional and technical duties associated with systematically examining quantitative and qualitative data.

Collect and analyze statistical and other data characteristics of public safety problems.

Prepare summaries of public safety problems, develop and deliver presentations, statistical reports, spreadsheets, charts, maps, diagrams, graphs and related materials.

Initiate and disseminate analytical information to assigned supervisor and other sworn and civilian staff, as well as community members; develop and provide analytical reports on a routine basis.

Prepare and present training materials; attend briefings or other departmental meetings to discuss public safety problems, and review current events to evaluate their potential impact on Department operations and the community as a whole.

Assist with organizational and operations activities; conduct special studies and assignments; prepare detailed reports, correspondence, and summaries as required.

Identify, collect, and synthesize pertinent information from a variety of sources, including but not limited to: department forms, surveys or interviews, professional journals and publications, and various open sources; and file required reports with state agencies.

Develop and maintain functional expertise in assigned areas, particularly with regard to innovations in the fields of public safety concerns analysis.

Utilize a variety of databases and computer programs to generate maps, identify problem locations, gather intelligence, develop reports, and produce statistical and tactical information.

Prepare and present data materials; attend meetings to discuss data analysis, public safety trends, and GMOC (Growth Management Oversight Committee) threshold compliance and response times.

Utilize a variety of databases and computer programs to collect data and identify trends; verify and determine completeness and accuracy of data.

Coordinate and merge data from separate systems.

Assist with the development and evaluation of agency performance measures, goals and objectives.

Assist with the development and evaluation of agency tactics, strategies, and planning in response to long- and short-term public safety concerns and trends.

Build and maintain positive, collaborative working relationships with co-workers, other City employees, personnel from a wide range of outside agencies, other colleagues in the field, and the public.

Perform other duties related to this position.

#### When Assigned to Fire Department

Perform analytical and administrative duties in the areas of problem solving or incident analysis.

Identify and explain patterns and characteristics of incidents to foster problem solving and permit the optimal use of personnel.

Act as the administrator of various department computer programs.

Participate on various fire committees and working groups and work closely with both senior and line-level fire personnel from Chula Vista and other agencies on fire projects.

Provide systematic reviews and audits of fire data for quality assurance.

Conduct presentations and develop reports on trends and patterns of fire and emergency medical service delivery.

Train fire personnel on data collection methods and the use of various fire specific programs.

Streamline and integrate data from various fire systems to compile fire operational reports.

#### When Assigned to Police Department

Perform analytical and administrative duties in the areas of police research and intelligence.

Identify and explain patterns and characteristics of crime and disorder to foster problem solving and permit the optimal use of personnel, as well as the pursuit of effective strategies and tactics.

Develop reports on trends and patterns of criminal activity and disorder, and the underlying causes of these problems for purposes of reducing crime and disorder.

Represent the Department on regional and national working groups, working closely with both senior and line-level personnel from other agencies on projects dealing with crime and disorder or various aspects of intelligence operations; develop and conduct presentations at various regional and national conferences.

Analyze information to identify similarities and patterns among different offenses and offenders, victims, and problem locations; generate hypotheses about public safety problems.

#### MINIMUM QUALIFICATIONS

##### Knowledge of:

Principles and practices of operational, tactical, and strategic analysis, descriptive statistics, and research.

Principles of problem-oriented policing and crime prevention through environmental design (CPTED) (Police Department only).

Principles and techniques of National Fire Incident Reporting System (NFIRS) reporting and Fire House Records Management. (Fire Department only).

Techniques and concepts of database management systems and conceptual systems design in order to store and extract data.

Methods and techniques of statistical and applied research and analysis.

Principles of data collection, collation, analysis and dissemination.

Current trends and advances in the analysis of issues related to public safety.

Criminal justice and local government processes.

Ability to:

Analyze information, problems, conditions and statistical data.

Research and analyze problems, and prepare reports and recommendations.

Gather, manage, and appropriately disseminate sensitive information.

Create, maintain and access database files.

Think critically and creatively about public safety problems.

Compile and interpret statistics and other pertinent information.

Manage competing priorities.

Work independently and as a member of a team.

Make oral presentations to a variety of groups.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training (Police Department Only)

Any combination of education and/or experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible analytical and/or research experience.

Training:

Bachelor's degree from an accredited college with major coursework in mathematics/statistics, public administration, criminal justice, or a related field.

Experience and Training (Fire Department Only)

Any combination of education and/or experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible analytical data management and/or research experience.

Training:

Bachelor's degree from an accredited college with major coursework in mathematics/statistics, public administration, criminal justice, Fire Science or a related field.

License or Certificate

Possession of a valid California Driver's License.

PHYSICAL DEMANDS

On an intermittent basis, sit at desk for long periods of time; intermittently walk, stand, bend, squat, twist and reach while retrieving and/or returning files; perform simple grasping and fine manipulation; use telephone and use a keyboard to communicate through written means, review information and enter/retrieve data; see and read characters on computer screen; and lift light weight.

WORKING ENVIRONMENT

Work is primarily performed indoors in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level, although some work is performed in the field, including site surveys for various problem-oriented public safety related projects. Some movement is required from office to office and there is exposure to the external environment when going to outlying offices, meeting, or performing field inspections. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.

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